

## **Missouri WIC Advisory Board Charter**

### **I. Purpose:**

The purpose of the board is to bring together representatives from local WIC agencies to identify and advise the State Office on WIC issues, provide recommendations to the State WIC Director and State staff, and to establish work groups, including additional stakeholders as appropriate.

### **II. Function**

The Advisory Board shall have the following responsibilities:

- A. Advise the WIC State Director on WIC program policy, planning and procedural matters impacting WIC services at the local, state and federal levels.
- B. Represent the views of each representative's district.
- C. Provide for a two-way means of communication between the state and local levels.
- D. Other responsibilities and/or functions as mutually agreed upon by the Committee.

### **II. Authority:**

This board serves in an advisory capacity to the WIC Director and State WIC Office. Board recommendations are not binding. The board is empowered to make comments and recommendations on WIC program matters for consideration by appropriate state staff in determining state policy, and to make recommendations for comments to the national level in regard to Federal WIC regulation and policy.

The board has the authority to establish work groups to examine specific matters for the board as a whole. Such work groups may consist of board representatives and non-representatives with interest, experience and/or expertise in the topic being examined. The work group will report back to the board.

### **II. Composition of the Board**

- A. The Advisory Board will be composed of two (2) Local WIC Provider (LWP) staff representatives, as well as one (1) Administrator from each WIC district (Attachment A), one (1) Missouri WIC Association representative. The State WIC Director and appropriate additional State WIC staff will attend to listen, present information and provide the state's perspective.
- B. LWP and Administrator representatives will be nominated by their peers from each of the six (6) WIC districts. Terms are based on the Federal Fiscal Year (FFY), beginning October 1 and expiring on September 30. Nominations for representatives will be coordinated by the State WIC Office.

- C. Representatives serve a two (2) year term, except as listed below. Terms will be staggered. Replacements for vacancies and expired terms will be selected through the nomination process. Terms for the committee will be appointed as follows:
  - a. Representatives from Northwest, Southeast and Southwest Districts will be selected for terms ending in even numbered years.
  - b. Representatives from Central, Eastern and Northeast Districts will be selected for terms ending in odd numbered years.
  - c. No representative shall serve more than two (2) consecutive terms without sitting out at least one (1) term as a member.
- D. Local WIC Provider (LWP) contracts will include special funding for representatives travel expenses.
- E. The effectiveness of the Advisory Board depends on dedicated and involved members. While it is expected that a member may not be able to attend all meetings, it is important to attend as many as possible. District representatives shall coordinate to send at least one representative to each face-to-face meeting. The other representative(s) may choose to join by conference call.

### **III. Officers**

- A. The officers of the board will be a Chair, Vice-Chair and Secretary. At its first meeting the board shall select the initial officers. Officers must be board members. The selection of the officers shall be the responsibility of the board and will take place during the third meeting in the FFY.
  - d. The term of office for the Chair and Vice-Chair is for one (1) year, based on the Federal Fiscal Year.
  - e. The term of office for the Secretary is two (2) years, based on the Federal Fiscal Year.
  - f. The Vice-Chair shall become the Chair after one term in office.
  - g. The Chair shall preside at all official meetings of the Advisory Committee. Prior to each meeting, the Chair and the State WIC Director shall consult with each other for possible agenda items and the State WIC Office staff will draft the agenda for review by the Chair and WIC Director.
  - h. The Vice Chair shall fulfill the duties of the Chair should the Chair be unable to for any reason.
  - i. The Secretary shall keep minutes of the Board meetings, which will be posted in the WIC Updates.

### **IV. Meeting Procedures**

- A. All board meetings shall be conducted in a manner to facilitate free discussions and to allow for the exchange of ideas among board members.
- B. The WICNS Bureau Chief and/or other appropriate State WIC staff shall attend each Board or work group meeting as a resource. The State WIC Office shall also assure that adequate administrative support is provided for the effective

operation of the Board such as arranging for meeting facilities, the preparation of minutes, and other such support as necessary.

- C. The Board shall meet quarterly (which months are good for LWPs/State?...Proposing October, January, April, and July). Meeting dates and agenda will be posted in the WIC Updates.
- D. Agenda Items:
  - a. One month following each scheduled Board meeting the State WIC Office will send an email to Board members and State staff requesting submission of agenda items.
  - b. State staff may request items be placed on the agenda by obtaining approval from the appropriate manager and WICNS Bureau Chief.
  - c. LWPs may submit agenda items to their district's Representatives. The district Representative and the Chair and/or Vice-Chair must agree that the agenda item fits the function of the Committee in order for it to be placed on the agenda.
  - d. All agenda items must contain a summary of the issue, necessary background information, a recommendation and other materials related to agenda items as necessary to allow Committee members the information needed for an informed discussion.
  - e. Received agenda items will be discussed on a conference call with the WIC State Director, Advisory Committee Chair and/or Vice-Chair three weeks prior to the scheduled meeting. The requestor will be informed by the State WIC Office of item(s) placed on the upcoming meeting agenda.
  - f. Two weeks prior to the upcoming Committee meeting, the agenda will be circulated to Committee Representatives and placed in the WIC Updates. The District Representatives will obtain feedback from the LWPs they represent for the upcoming meeting.
  - g. In the event of an urgent policy issue, the WIC Director, Chair and/or Vice-Chair may approve additional items for placement on the agenda.
  - h. Only agenda items will be discussed.
  - i. Agenda items identified during the current meeting will be placed on the next meeting's agenda, unless considered an urgent issue by the Chair and the WIC Director.